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## SUBMITTAL REQUIREMENTS SITE PLAN REVIEW

City of Renton Development Services Division  
1055 South Grady Way-Renton, WA 98055  
Phone: 425-430-7200 Fax: 425-430-7231

**PURPOSE:** To assure the site plan is compatible with both the physical characteristics of the site and the existing and potential uses of the surrounding area. In addition, Site Plan Review assures the development is consistent with City of Renton plans, policies and regulations.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Development Services Division. The Development Services Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION SCREENING:** *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. An appointment to submit your application is not necessary. Due to the screening time required, applications delivered by messenger cannot be accepted.

**ADDITIONAL PERMITS:** Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.ecy.wa.gov/opas/>

**All Plans and Attachments must be folded 8 ½" by 11"**

### APPLICATION MATERIALS:

- ☐ **Pre-Application Meeting Summary:** If the application was reviewed at a "pre-application meeting", please provide **5 copies** of the written summary provided to you.
- ☐ **Waiver Form:** If you received a waiver form during or after a "pre-application meeting", please provide **5 copies** of this form.

3. ☐ **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.
4. ☐ **Land Use Permit Master Application Form:** Please provide the **original plus 11 copies** of the **COMPLETED** City of Renton Development Services Division's Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
5. ☐ **Environmental Checklist:** Please provide **12 copies** of the Environmental Checklist. Please ensure you have signed the checklist and that all questions on the checklist have been filled in before making copies. If a particular question on the checklist does not apply, fill in the space with "Not Applicable".
6. ☐ **Project Narrative:** Please provide **12 copies** of a clear and concise description of the proposed project, including the following:
- Project name, size and location of site
  - Land use permits required for proposed project
  - Zoning designation of the site and adjacent properties
  - Current use of the site and any existing improvements
  - Special site features (i.e. wetlands, water bodies, steep slopes)
  - Statement addressing soil type and drainage conditions
  - Proposed use of the property and scope of the proposed development
  - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
  - Access
  - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
  - Total estimated construction cost and estimated fair market value of the proposed project
  - Estimated quantities and type of materials involved if any fill or excavation is proposed
  - Number, type and size of any trees to be removed
  - Explanation of any land to be dedicated to the City
  - Any proposed job shacks, sales trailers, and/or model homes
  - Any proposed modifications being requested (include written justification)
- For projects located within 100 feet of a stream or wetland, please include:
- Distance in feet from the wetland or stream to the nearest area of work
- For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:
- Distance from closest area of work to the ordinary high water mark.
  - Description of the nature of the existing shoreline
  - The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level
7. ☐ **Rezone, Variance, Modification, or Conditional Use Justification:** Please contact the Development Services Division to determine whether your project proposal triggers any additional land use permits. If so, additional information may be required.

8. ☐ **Draft Legal Documents:** Please provide **4 copies** of any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.
9. ☐ **Urban Center Design Overlay District Report:** For any multi-family projects in the Center Downtown or Residential-Multi-family Urban Zones, please provide **5 copies** of a statement addressing how the project meets the requirements of the Urban Center Design Overlay District. The statement shall address the following:
- Pedestrian building entries
  - Transition to surrounding development
  - Location and design of parking
  - Vehicular access
  - Pedestrian circulation
  - Common space
  - Landscaping
  - Building character and massing, rooflines, and materials
10. ☐ **Construction Mitigation Description:** Please provide **5 copies** of a written narrative addressing each of the following:
- Proposed construction dates (begin and end dates)
  - Hours and days of operation
  - Proposed hauling/transportation routes
  - Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics
  - Any special hours proposed for construction or hauling (i.e. weekends, late nights)
  - Preliminary traffic control plan
- If your project requires the use of cranes, please contact the City's Airport Manager at (425) 430-7471 to determine whether Federal Aviation Administration notification will be required.
11. ☐ **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Land use fees are calculated by charging the full amount for the most expensive land use permit needed and half-price for each additional land use permit. Please call (425) 430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and can not be accepted for over the total fee amount.
12. ☐ **Density Worksheet:** Please submit **12 copies** of a completed density worksheet for all residential projects.
13. ☐ **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Development Services Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, surrounding properties' lot lines, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.
- Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.
14. ☐ **Overall Site Plan (Only for previously approved Master Site Plans):** Please provide **5 copies** of an overall site plan if the project has previously undergone a Master Site Plan Review. The overall site plan should detail how this specific phase of the project fits in relation to the previously approved master site plan.

15. ☐ **Site Plan:** Please provide **12 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Development Services Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets to be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet.

The Site Plan should show the following:

- Name of proposed project
- Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
  
- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- Widths of all adjacent streets and alleys
- Location of all existing public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage
- Location and dimensions of existing and proposed:
  1. structures
  2. parking, off-street loading space, curb cuts and aisle ways
  3. fencing and retaining walls
  4. free-standing signs and lighting fixtures
  5. refuse and recycling areas
  6. utility junction boxes and public utility transformers
  7. storage areas and job shacks/sales trailers/model homes
- Setbacks of all proposed buildings from property lines
- Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- Location and dimensions of natural features such as streams, lakes, required buffer areas, open spaces, and wetlands
- Ordinary high water mark and distance to closest area of work for any project located within 200-feet from a lake or stream

16. ☐ **Landscape Plan, Conceptual:** Please provide **5 copies** of a fully-dimensioned plan drawn at the same scale as the project site plan (or other scale approved by the Development Services Division), clearly indicating the following:
- Date, graphic scale, and north arrow
  - Location of proposed buildings, parking areas and access, and existing buildings to remain
  - Names and locations of abutting streets and public improvements, including easements
  - Existing and proposed contours at two-foot intervals or less
  - Location and size of planting areas
  - Location and height of proposed building
  - Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.
  - Location, size, spacing and names of existing (to remain) and proposed shrubs, trees, and ground covers. Locations of decorative rocks or landscape improvements in relationship to proposed and existing utilities and structures
  - For wireless communication facilities, indicate type and locations of existing and new plant materials used to screen facility components and the proposed color(s) for the facility

17. ☐ **Architectural Elevations:** Please provide **5 copies**, for *each* building and *each* building face (N,S,E,W), of a 24" x 36" fully-dimensioned architectural elevation plan drawn at a scale of 1/4" = 1' or 1/8" = 1' (or other size or scale approved by the Development Services Division). The plans must clearly indicate the information required by the "Permits" section of the currently adopted Uniform Building Code and RCW 19.27 (State Building Code Act, Statewide amendments), including, but not limited to the following:
- Identify building elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
  - Existing and proposed ground elevations
  - Existing average grade level underneath proposed structure
  - Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures
  - Building materials and colors including roof, walls, any wireless communication facilities, and enclosures
  - Fence or retaining wall materials, colors, and architectural design
  - Architectural design of on-site lighting fixtures
  - Screening detail showing heights, elevations, and building materials of proposed screening and/or proposed landscaping for refuse/recycling areas
  - Cross section of roof showing location and height of roof-top equipment (include air conditioners, compressors, etc.) and proposed screening
18. ☐ **Floor Plans:** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine the sizing of a side sewer.
19. ☐ **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at five-foot vertical intervals.
20. ☐ **Tree Cutting/Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a plan, based on finished grade, drawn to scale with the northern property line at the top of the paper if **ANY** trees or vegetation are to be removed or altered (if no trees or vegetation will be altered, please state so in your project narrative). The plan shall clearly show the following:
- All property boundaries and adjacent streets
  - Location of all areas proposed to be cleared
  - Types and sizes of vegetation to be removed, altered or retained. This requirement applies only to trees 6" caliper "at chest level" and larger
  - Future building sites and drip lines of any trees which will overhang/overlap a construction line
  - Location and dimensions of rights-of-way, utility lines, and easements
  - Any trees on neighboring properties which are within 25-feet of the subject property and which may be impacted by excavation, grading or other improvements
21. ☐ **Landscape analysis, lot coverage, and parking analysis (For commercial/industrial properties only):** please provide **5 copies** of a landscape and parking analysis including the following:
- Total square footage of the site and the footprints of all buildings
  - Total square footage of existing and proposed impervious surface area(s)
  - Square footage (by floor and overall total) of each individual building and/or use
  - Percentage of lot covered by buildings or structures
  - Number of parking spaces required by City code
  - Number and dimensions of standard, compact, and ADA accessible spaces provided
  - Square footage of parking lot landscaping (perimeter and interior)

22. ☐ **Wetland Assessment:** Please provide **12 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D. In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** is also required. See RMC 4-8-120D for plan content requirements.
23. ☐ **Standard Stream or Lake Study:** Please provide **12 copies** of a report containing the information specified in RMC Section 4-8-120D. In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**12 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (12 copies)** and a **mitigation plan (12 copies)** are also required. See RMC 4-8-120D for plan content requirements.
24. ☐ **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC 4-3-050B5b, please provide **12 copies** of a report containing the information specified in Section 4-8-120D of the Renton Municipal Code.
25. ☐ **Flood Hazard Data:** Please provide **12 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
- Elevation in relation to mean sea level of the lowest floor (including basement) of all structures
  - Elevation in relation to mean sea level to which any structure has been floodproofed
  - Certification by a registered professional engineer or architect that the floodproofing methods criteria in RMC [4-3-050](#) have been met
  - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development
26. ☐ **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Development Services Division) clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, free-standing lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall also be shown.
27. ☐ **Geotechnical Report:** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.
28. ☐ **Grading Plan, Conceptual:** This is required if the proposed grade differential on-site will exceed 24" from the top of the curb or if the amount of earth to be disturbed exceeds 500 cubic yards. Please provide **12 copies** of a 22" x 34" plan drawn by a State of Washington licensed civil engineer or landscape architect at a scale of 1" to 40' (horizontal feet) and 1" to 10' (vertical feet) (or other size plan sheet or scale approved by the Development Services Division Plan Review Supervisor) clearly indicating the following:
- Graphic scale and north arrow
  - Dimensions of all property lines, easements, and abutting streets
  - Location and dimension of all on-site structures and the location of any structures within 15-feet of the subject property or that may be affected by the proposed work
  - Accurate existing and proposed contour lines drawn at two-foot, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100-feet of the site
  - Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation

- Setback areas and any areas not to be disturbed
- Finished contours drawn at two foot intervals as a result of grading
- Proposed drainage channels and related construction with associated underground storm lines sized and connections shown
- Finished floor elevation(s) of all structures, existing and proposed

General notes addressing the following (may be listed on cover sheet):

- Area in square feet of the entire property
- Area of work in square feet
- Both the number of tons and cubic yards of soil to be added, removed, or relocated
- Type and location of fill origin, and destination of any soil to be removed from site

29. ☐ **Drainage Control Plan:** Please provide **5 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of Renton Municipal Code, Section 4-6-030 and the King County Surface Water Management Design Manual, 1990 edition, as adopted by the City of Renton.
30. ☐ **Drainage Report:** Please provide **4 copies** of a report complying with the requirements of the City of Renton Drafting Standards, Section 4-6-030 of the City of Renton Municipal Code and the King County Surface Water Management Design Manual (KCSWDM), 1990 edition, as adopted by the City of Renton. The report must contain the following:
- The stamp and signature of a Washington State licensed professional Engineer
  - Complete Technical Information Report (TIR) Worksheet
  - A description of the existing and proposed on-site drainage features and construction required
  - Core and Special Requirements: Show that Core Requirements 1 – 5 Section 1.2 of KCSWDM are addressed
  - Show that all Special Requirements in Section 1.3 of KCSWDM that are applicable to this project are addressed
  - Biofiltration swale preliminary and conceptual design calculations (per Section 4.6), if for project site sub-basins with more than 5000 square feet of new impervious area subject to vehicular use or storage of chemicals
  - Wet pond sizing preliminary and conceptual design calculations
  - A Level 1 Off-Site Analysis, as described in Core Requirement #2. (Level 2 or 3 analysis may be requested later if a downstream problem is found or anticipated from review of the initial submittal of the Drainage Report)
31. ☐ **Traffic Study:** Please provide **5 copies** of a report prepared by a State of Washington licensed professional engineer containing the elements and information identified in the City of Renton "Policy Guidelines for Traffic Impact Analysis of New Development" in sufficient detail to define potential problems related to the proposed development and identify the improvements necessary to accommodate the development in a safe and efficient manner.
32. ☐ **Plan Reductions:** Please provide **one 8 ½" x 11" photographic reduction** of all required full size plan sheets, which include: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. A photographic reduction is a photo quality (not transparent) copy of a digitally scanned original document. Copy machine reductions or plotted reductions cannot be accepted. Please ensure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the photographic reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Royal Reprographics (425)-251-8230, Litho Design (206) 574-3000, The Copy Company (206) 622-4050, and Reprographics NW/Ford Graphics (206)-624-2040, (425) 883-1110, (253) 383-6363 provide this service.

33. ☐

**Colored Maps for Display (DO NOT MOUNT ON FOAM-CORE OR OTHER BACKING):**

Please color **1 copy** of each of the following full size plan sheets (24" x 36") or other size approved by the Development Services Division) with a 1/4" or larger felt tip marker for use in presenting the project to the Environmental Review Committee and at any required public hearing:

- Neighborhood Detail Map
- Site Plan
- Landscaping Plan
- Elevations

The following colors are required:

**Red**-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

**Blue**-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

**Brown**-Existing buildings (Please do not color buildings which will be demolished or removed)

**Yellow**-Proposed buildings

**Light Green**-Landscaped areas

**Dark Green**-Areas of undisturbed vegetation

**All Plans and Attachments must be folded to 8½" by 11"**

**REVIEW PROCESS:** Once a complete land use application package has been accepted for initial review, the Development Services Division will post three notices of the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site. The proposal will be routed to other City departments and other jurisdictions or agencies who may have an interest in the application. The reviewers have two weeks to return their comments to the Development Services Division. Within approximately two weeks, the Development Services Division will prepare a report regarding the proposal's compliance with applicable codes and the City's review criteria.

All applications requiring environmental review will be presented to the City's *Environmental Review Committee*. The Environmental Review Committee is comprised of the Administrator of the Planning/Building/Public Works Department, the Administrator of Community Services, and the Fire Chief. The Committee is responsible for determining whether the proposal will result in significant adverse environmental impacts. To do this, the committee will consider such issues as environmental health hazards, wetlands, groundwater, energy and natural resources and will then issue its decision (Environmental Threshold Determination).

The Environmental Review Committee will either issue a:

- **Determination of Non-Significance (DNS)**-Make a determination the proposal will have no significant negative environmental impacts, or
- **Mitigated Determination of Non-Significance (DNS-M)**-Make a determination the proposal, if modified, would have no significant negative environmental impacts, or



- **Determination of Significance (DS)**-Make a determination the proposal will have significant adverse environmental impacts and require the applicant to submit an Environmental Impact Statement (EIS) prepared by a qualified consultant.

Once the Environmental Review Committee has issued its Environmental Threshold Determination (provided an EIS is not required), a public notice of the Determination is printed in the *South County Journal* and three notices are posted at or near the site. A 14-day appeal period commences following the publication date. At the discretion of the City, a separate and additional 15-day comment period may be added prior to the 14-day appeal period.

In addition to issuing the Environmental Determination, the Environmental Review Committee is also charged with determining whether a public hearing should be required for those Site Plan proposals not automatically triggering a public hearing. The Environmental Review Committee will consider the departmental and public comments in determining whether or not a hearing should be required. This determination may be appealed within 14 days to the Hearing Examiner pursuant to Renton Municipal Code, Section 4-8-110. Projects exceeding the size limits listed in the Renton Municipal Code, Section 4-9-200D3 and projects abutting or across the street from residential zones MUST have a public hearing. No variance from this requirement is possible. The remainder of the review process differs depending on whether a public hearing is required.

**Administrative Site Plan Review:** A public hearing is not required. The Development Services Division reviews the proposal for compliance with the requirements of RMC 4-9-200E, F in conjunction with the Environmental Review Committee decision and any staff or public comments prior to making a decision. The decision to approve, conditionally approve, or deny the proposal will be mailed to all persons listed on the Master Application and all parties of record.

**Hearing Examiner Site Plan Review and Review of Environmental Determination Appeals:** A public hearing is required. After review of the proposal and any staff or public comments, the Development Services Division staff will forward a report and recommendation and the Environmental Review Committee decision to the Hearing Examiner prior to the hearing. This report will be mailed to all persons listed on the Master Application and all parties of record. Notice of the public hearing will be published in the *South County Journal* at least 10 days prior to the hearing, the site will be posted again, and parties of record will receive notices of the hearing via mail. Applicants are strongly encouraged to attend the public hearing for their proposal. City staff will first make a presentation to the Hearing Examiner about the proposal. Either the applicant or citizens in support of the proposal will then give testimony. When giving testimony, names and addresses must be stated for the record. Following this, individuals with neutral or opposing comments will give their testimony to the Hearing Examiner. City staff or the applicant will address additional questions raised throughout the hearing. The Hearing Examiner will review the proposed application for compliance with the requirements of RMC 4-9-200E and F concurrently with any environmental appeals and issue a final decision(s) within 14 days of the hearing unless, at the time of the public hearing, the Hearing Examiner indicates additional time will be required for issuance of the decision. The decision to approve, conditionally approve, or deny the proposal will be mailed to all persons listed on the Master Application and all parties of record. The Examiner's decision on any environmental appeals will also be mailed.

**APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS:** Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Reviewing Official within 14 calendar days of the date of the decision. After review of the request, the Reviewing Official may take whatever action is deemed proper. The Reviewing Official's written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to:

- The Hearing Examiner for Administrative decisions
- The City Council for Hearing Examiner decisions

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within 14 days of the date when the original decision was issued. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.

**BUILDING AND CONSTRUCTION PERMIT ISSUANCE AND INSTALLATION OF IMPROVEMENTS:** In the City of Renton, a **Building Permit** must be obtained to build buildings and structures. A **Construction Permit** must be obtained to install utility lines, transportation improvements and undertake work in City right-of-ways. **Building and Construction Permits are separate permits.**

Applicants may apply for building and construction permits concurrently with their request for a land use application. However, the applicant should be aware any conditions of land use permit approval may create a need for revisions to other permit applications whereby additional fees may be charged. Refunds of building permit charges are not available.

If no appeals or reconsideration requests are filed within 14 days of the effective date of the decision to approve the application, the applicant may obtain building and construction permits. A construction permit for the installation of on-site and off-site utilities will be issued upon the review and approval of civil engineering drawings by the Division's Public Works Section and receipt of all applicable development and permit fees. A building permit will be issued upon the Building Section's approval of building plans and receipt of all applicable fees.

**DEFERRAL OF IMPROVEMENTS:** If a developer wishes to defer certain on-site or off-site improvements (i.e. landscaping, curbs and sidewalks), written application with full and complete engineering drawings must be submitted to the Development Services Division. The application should explain the reasons why such delay is necessary. If approval is granted, security in the form of an irrevocable letter of credit, set-aside fund, assignment of funds, certified check or other type of security acceptable to the City shall be furnished to the City in an amount equal to a minimum of 150% of the estimated cost of the required improvements.

**EXPIRATION AND EXTENSIONS:** Once an application has been approved, the applicant has two years to comply with all conditions of approval and to apply for any necessary permits before the approval becomes null and void. The approval body that approved the original application may grant a single two-year extension. The approval body may require a public hearing for such extension.